

13 MAR 1962

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25X1A CATEGORIES OF PERSONNEL

- Selection for Career Employee Status
- (b) The Director of Personnel will coordinate a review of Agency records of each employee to be considered for Career Employee Status
 - (c) The Head of the Career Service will carefully evaluate the individual's suitability for selection as a Career Employee and will forward to the Director of Personnel the name of the employee for conversion...or will recommend that action be deferred...or that the employee's Career-Provisional appointment be terminated....
 - (d) ...The Director of Personnel shall be responsible for ensuring that deferred cases are brought up for review...and that a specific and conclusive recommendation is made by the Head of the Career Service within a reasonable period of time....
 - (e) If the employee is selected for Career Employee status...the Director of Personnel will formalize his conversion to such status. If the recommendation is that the individual be terminated, the Director of Personnel will take appropriate action.
...
 - (f) When an individual's Career-Provisional employment is terminated...the effective date shall be established by the Director of Personnel in consultation with the Head of the Career Service concerned....

CSPD: Review qualification of candidates for appointment as Staff Personnel. Determine entrance rates and types of appointment.

Review employee records for eligibility under established criteria. Process documentation.

RSD: Monthly, supply POD with rosters of personnel eligible for consideration as Career employees.

POD: ?

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THE CAREER COUNCIL AND THE CAREER SERVICES

- 25X1A [REDACTED] The CIA Career Council will function as an advisory group to the Director of Central Intelligence. The Chairman will seek the opinions of the Council on the feasibility and advisability of major or significant changes in, or additions to, Agency personnel policy....
- (1) Organization
Director of Personnel--Chairman
 - (2) Meetings
The Council will meet at the call of the Chairman..

PLANS STAFF: Analysis of Career Service Structure:
Review of Career Service structure to determine feasibility of establishing a mechanism through which certain specialist categories of personnel would receive centralized personnel management control on an Agency-wide basis.

- 25X1A [REDACTED] Assignment of Service Designations
- (1) The Director of Personnel will ensure that Service Designations are recorded in the official records of staff personnel.....

CSPD: Review and processing of Personnel Actions.

EMPLOYMENT POLICY AND PROCEDURES UNDER EO 10590

- 25X1A [REDACTED] Operating and supervisory officials will ensure that equal opportunity is afforded all qualified persons, consistent with law, for employment in the Agency, and that no employee or applicant for employment is discriminated against because of race, color, religion, or national origin.
- e. ...The Director of Personnel will ensure that all new employees are made aware of these provisions as a part of their entrance-on-duty processing.

REGULATIONS UNDER EO NO. 10450, AS AMENDED, RELATING TO SECURITY REQUIREMENTS FOR EMPLOYMENT

- 25X1A [REDACTED] SUSPENSION AND TERMINATION

- (1) The authority conferred upon the Director of Central Intelligence by....to suspend civilian employees of the CIA without pay...is hereby delegated to the Director of Personnel.....

CSPD: Re: Adverse actions including suspension of personnel for security reasons--
Take action as prescribed by SA/D/Pers or D/Pers.

- 25X1A [REDACTED] Security Hearing Boards....The Director of Personnel shall provide the Security Hearing Board hearing the case of a CIA employee with reporters qualified to make accurate stenographic transcripts of the hearing.

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GRIEVANCE PROCEDURE

25X1A [REDACTED] Procedures

- (1) The immediate supervisor will attempt to bring about a satisfactory resolution..
- (2) If a satisfactory adjustment is not reached in the employee's own component, he may ask for a review of his case by the Director of Personnel.....

CEILING AND POSITION AUTHORIZATION
ADMINISTRATION

25X1A [REDACTED]

- (1) Each staffing complement position will be identified by title, grade, occupation code, and, if appropriate, service designation of the Career Service..... When such positions are to be deleted, notice ...will be given to the Head of the Career Service and the Director of Personnel.

25X1A [REDACTED] AUTHORITIES AND RESPONSIBILITIES

- (4) The Director of Personnel is responsible for the preparation of Career Service Grade Authorizations; for monitoring the Agency's average grade; for the review and approval of planning papers and staffing complements including revisions or amendments thereto,and for recommending to the Deputy Director (Support) appropriate action on those adjustments or changes d....
- (5)which reflect significant increases in the average grade of a Career Service or which involve major changes in the organizational structure or budget requirements of an Agency component....
- (8) ...The Director of Personnel and the Comptroller will provide staff assistance to Deputy Directors, Heads of Career Services, and Operating Officials in the administration of the Agency manpower control system....

PLANS STAFF: Analysis of current and projected staffing of Career Services.

POD: Monitor personnel actions to insure that they are acceptable within the limits of the CSSA's approved for the components serviced by POD (i.e. DDS and DDI.)

CSPD: Monitor adherence to ceiling authorization and CSGA in the processing of personnel actions.

RSD: SRB furnishes each Office with a copy of its staffing authorization and personnel assigned to it monthly. The DD/P is given a copy of his area and the DD/I and DD/S a quarterly staffing authorization. Quarterly copies are also furnished the Comptroller. Quarterly, a tabulation of personnel by organization and by career service showing grade changes and averages is prepared. Pertinent portions are furnished the DD/I and the DD/S and a complete copy is sent to the IG, C/Budget and C/SWD.

SWD: Average Grade of Each Career Service:
Review position upgrading requests to determine effect on average grade....
Average grade is checked each time a staffing complement change request is rec'd.
CSGA: This is a compilation of existing positions of a Career Service...currently being issued quarterly. Computer to take over eventually.
SUPERGRADES: Maintain evaluation plan..also duty listings for D/Pers.

PERSONNEL MOBILIZATION PLANNING

- 25X1A [REDACTED] - The Agency's mobilization planning program will include: ...
- (a) A Military Personnel Program consisting of members of the Armed Forces on active duty who may be detailed to the Agency....
 - (b) A Civilian Reserve Program consisting of selected former employees and other civilian personnel....
 - (c) A Military Reserve Components Program....

25X1A [REDACTED] - RESPONSIBILITIES

- (2) The Director of Personnel...will:
 - (a) Provide Deputy Directors with technical guidance and assistance in developing personnel mobilization requirements....
 - (b) Evaluate and integrate the personnel mobilization requirements prepared by the Deputy Directors....
 - (c) Plan the development and maintenance of a CIA Manpower Mobilization Reserve system.
 - (d) Disseminate to the Deputy Directors personnel planning guides....
 - (e) Develop and distribute appropriate issuances containing administrative procedures for carrying out the programs and responsibilities
 - (f) Plan for the use of CIA Category 1 reservists in wartime.

CAREER PLANNING
Not written

CSPD: Counseling and implementation through placement.

OVERSEAS CANDIDATE REVIEW PANEL

- 25X1A [REDACTED] ORGANIZATION
- ...Panel members are designated by the Director of Personnel, Director of Security, and Chief, Medical Staff. The representative of the Director of Personnel is the chairman....

SA/D/PERS: Overseas Candidate Review Panel chaired by member of SA/D/Pers Staff

25X1A [REDACTED] RESPONSIBILITIES

- (5) The Director of Personnel is responsible for reviewing the findings of the Panel and for informing the Head of the appropriate Career Service if he determines that a question exists about the suitability of an employee or a dependent for the proposed overseas assignment.

CSPD: Provide information of employees scheduled for overseas.

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FITNESS REPORT

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RSD: The Statistical Reporting Branch distributes monthly lists of personnel on whom initial and annual fitness reports are due to administrative units responsible for preparing them and to Heads of Career Services and POD....

CSPD: Staff guidance; review; follow-up of delinquent reports.

PLANS STAFF: Current policies and practices were reviewed resulting in a recommendation for a revised simplified form and more complete instructions.

POD: C/POD, through the Special Assistant to C/POD, is responsible for monitoring the Fitness Reporting program of the entire Agency. ...Cases which are particularly outstanding are brought to the attention of the D/Pers...those which are especially poor are brought to the attention of the SA/D/Pers in order to alert him to the possibility of adverse action in the future....review function also serves to establish a certain amount of uniformity in standards and criteria....Areas that appear to rate consistently high or consistently low are apprised of the fact....

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PROMOTION

25X1A

PERSONAL RANK ASSIGNMENT

Personal rank assignments may be approved by the Director of Personnel upon certification by the Head of the employee's Career Service and the Operating Official concerned....

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RESPONSIBILITIES

- (2)...the Head of each Career Service is responsible for;...Recommending promotions to the Director of Personnel...
- (3) The Director of Personnel is responsible for ensuring compliance...by continuous evaluation of the Agency's promotion program; and reviewing all promotion requests and approving promotion actions

PLANS STAFF: Statistical analysis of feasibility of various promotion patterns for JOT and other personnel. Analysis of promotion rates for various career services. Developed staff paper for the Career Council in connection with the review of one-grade promotion policy.

POD: Ensure that all promotion actions, including those requiring Personal Rank Assignment...meet established criteria.

CSPD: Staff support to panels; review of promotion actions; evaluation of promotion programs and criteria used.

RSD: To assist in the review of personnel considered for competitive promotion, SRB supplies date of grade rosters to offices and to Heads of Career Services....

SRB supplies POD with quarterly listings of personnel holding a personal rank assignment.... Because changes in staffing authorization can create a PRA condition or eliminate a PRA, SRB has made arrangements to supply POD with a monthly list of personnel to become PRA without approval of the OP or whose PRA was eliminated.

MILITARY DEFERMENT

25X1A

RESPONSIBILITIES

The Director of Personnel will administer the Agency's military deferment program and will ~~administer~~ effect necessary liaison with the Selective Service System Headquarters and the Department of Defense.

POD: The Deputy Chief, Personnel Operations Division, advises operating officials and individuals on the policies and procedures of the Selective Service System and is the focal point for receipt, transmittal and recording of requests for military deferment.

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MANAGEMENT OF SUPERGRADE PERSONNEL

25X1A

The Supergrade Review Board, of which the Director of Personnel is a member, "is responsible for reviewing and recommending to the Director the disposition of all actions effecting a change in rank of personnel proposed for supergrade rank.

CSPD: Maintenance of Records. Staff support to Panels.

RSD: The SRB notifies C/SWD of every change in the status of a supergrade employee and quarterly provides the D/Pers and C/SWD with a current list of supergrade personnel.

25X1A

PROCEDURES...

- (2) The Director of Personnel will notify the Director of Security, the Chief, Medical Staff, and the Inspector General of each personnel action recommending a change in rank of a person holding or proposed for supergrade rank...
- (3)Upon receipt of...information..., the Director of Personnel will inform the Chairman of the Board, who will convene the Board as required.

SEPARATIONS - GENERAL

25X1A

- The Director of Personnel is responsible for the proper processing of the different types of separations.

SA/D/Pers: Processing of involuntary separations-- Implemented through procedures established by ... regulation ...and more detailed procedures established by D/Pers, General Counsel, and others.

RSD: Pre-exit interviews: held with departees to ascertain their reasons for leaving and to inform them of the rights and benefits accruing to them as a result of Government employment. Results of interviews prepared in consolidated form and published monthly. Special attention devoted to departing employees in grades GS-22 and above and a separate monthly report prepared for DCI.

CSPD: Staff guidance to operating activities. Processing of actions.

RSD: Monthly, SRB prepares report of separation by career service showing grade and reason for separation. Copies sent to the IG, sections to each DD and Heads of DD/L Career Service. Semi-annual reports prepared for IG and sent to each DD.

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SEPARATION OF SURPLUS PERSONNEL.

25X1A

When a Deputy Director, in collaboration with the Director of Personnel, shall conclude that the personnel of a Career Service or an organizational component...are in excess of requirements...he shall recommend to the Director of Central Intelligence the separation of an approximate number of employees....

- (4) An employee whose separation has been approved... shall be notified of this fact...by the Director of Personnel at least 30 days prior to effective date of termination.

25X1A

PROCEDURES

- (4) The Director of Personnel shall convene a Review Committee.... The Committee shall review the relative retention list.... Changes recommended by the Review Committee shall be ..returned to the Director of Personnel.
- (5) The Director of Personnel shall forward the relative retention list...to the Deputy Director concerned....
- (6) The Director of Personnel shall review each relative retention list---determine that procedures required...have been complied with... then recommend to the Director of Central Intelligence the separation of those remaining individuals identified as surplus.

SA/D/Pers: Implemented through procedures prescribed by referenced regulation and more detailed procedures prescribed by D/Pers.

POD: Upon receipt by C/POD from SA/D/Pers of notice of surplus status of an individual, C/POD obtains Biographic Profiles and the Official Personnel Folders of the individuals concerned. C/POD personally interviews each such individual to be certain that they are aware of their circumstances and to advise them of our procedures regarding attempts to reassign them. Each individual is urged to contact our Out-Placement office as soon as possible to explore "outside" applications. C/POD convenes a panel meeting whose members include a representative of the Office of the DD/I, a representative for the DD/P (usually C/CSPD), and the C/CSSE/POD and the Personnel representative of his component. The employment histories of each individual are reviewed and considered against current Agency ~~vacancies~~ ~~vacancies~~ vacancies....Biographic profiles and/or official files are provided to each representative who has a vacancy commensurate with the individual's qualifications. Interviews are arranged through C/POD. C/POD maintains close follow-up on each case to assure maximum consideration during allowed period for internal consideration (SA/D/Pers usually requests internal reassignment be accomplished in two work weeks.)

SEPARATION COMPENSATION.

25X1A

RESPONSIBILITIES

In consultation with the Head of the Career Service concerned, the Director of Personnel will review the nature and circumstances of the assignment of each individual scheduled for involuntary separation...and, in appropriate cases, will recommend to the Director of Central Intelligence that separation compensation be granted.

CSPD: Staff support to Career Service Officials.

INCOME TAX

25X1A

par. 3e

- (1) The Director of Personnel shall
- (1) Inform all individuals employed in an overt capacity, upon their EOD of (a) the Agency's policy with respect to their individual responsibility for settlement of all income taxes; (b) the need for filing current data on the number of personal tax exemptions claimed and a current address; and (c)

BSD: In response to the request of the Internal Revenue Service, assistance for the filing of income tax returns is offered to Agency employees.

25X1C

- (2) Obtain completed withholding exemption certificates and nonresident certificates when appropriate.
- (3) Review and approve for inclusion in contracts (including employment agreements and supplements) terms and conditions relative to cover compensation...
- (4) Provide general advice and assistance to taxpayers at headquarters on the preparation and submission of tax returns to the United States, Maryland, Virginia, and the District of Columbia in situations where nonofficial cover is not involved.
- (5) Coordinate appropriate replies to inquiries from taxing authorities relating to individuals employed by the Agency.

PAY AND ALLOWANCES FOR MISSING PERSONS

Authorities and Responsibilities

- (1) The Authorities vested in the Director of Central Intelligence by the Missing Persons Act, as amended,are delegated to the Director of Personnel. He has general responsibility for ensuring that Agency personnel affected by the Act are accorded the benefits which it provides, and for ensuring compliance....

BSD:

This is probably the most complex activity in which BCB participates. Administration of the basic provisions for pay and allowances is not difficult.The custodial requirements of the families of missing persons are far more difficult and time consuming. Security and operational factors must be taken into account at all times. Frequent conferences are held to ensure that all actions taken are fully coordinated. Every case is subject to individual treatment and nothing becomes routine.

HONOR AND MERIT AWARDS

- The Director of Personnel shall budget for and authorize payments by the Comptroller of expenses in connection with the Honor and Merit Awards Program.

-Administrative support to the Board will be furnished by the Office of Personnel

PLANS STAFF: This Staff acts as Secretariat for the Board. This includes preparation of agendas, arranging Board meetings, and presentation ceremonies, plus maintenance of records.

CSPD: Staff support to operating officials and Career Service officials.

SUGGESTION AWARDS

- The Suggestion Awards Committee administers the Suggestion Awards Program. The committee consists of four voting members or their alternates, including the Director of Personnel who acts as permanent chairman.

PLANS STAFF: This Staff provides the Executive Secretary and the necessary administrative support for the administration of the Suggestion Awards Program by the Suggestion Awards Committee.

EMPLOYEES' COMPENSATION AND OVERSEAS MEDICAL BENEFITS

FECA CLAIMS

- (a) The Director of Personnel is responsible for processing claims for transmittal to BEC, filing documents with BEC which report illnesses or injuries in the performance of duty, maintaining liaison with BEC on behalf of a claimant, and internal adjudication of FECA claims if security reasons prevent their transmittal to BEC.

BEC:

FECA: Functions assigned to BEC include a review of each claim for completeness, including supporting documents, setting up a file for each case, communicating with claimant and BEC, resolving questions arising from examination and adjudication, observing security requirements, and maintaining continuous liaison with BEC.

AGENCY MEDICAL BENEFITS FOR OVERSEAS EMPLOYEES AND DEPENDENTS

- (b) The Director of Personnel, or an officer designated by him will approve or disapprove claims.....

Overseas Medical Benefits: The functions are similar to those described under FECA except that the adjudication of all claims is an internal responsibility. This requires close examination of claims for adherence to regulations, constant liaison with the Medical Staff, and with Operating components. The approval of claims and the disbursement of appropriate funds is a major responsibility.

HEALTH INSURANCE

All eligible employees...are required to register by completing Standard Form No. 2809... obtainable from the Insurance Branch, Office of Personnel.

- c(1) GEHA PLAN--The Insurance Branch, Office of Personnel shall prepare GEHA identification cards...
d(1) A member of GEHA who has not been provided with an identification card...may obtain a cash advance ...by presenting the Insurance Branch, Office of Personnel with a statement....

LIFE INSURANCE

The Director of Personnel is responsible for the general administration of this program, including liaison with the Office of FEGLI and the Civil Service Commission.

BSD: Basic functions are routine in nature and provide for checking to see that qualified employees are properly covered or have waived coverage.

RETIREMENT

25X1A [REDACTED] The Office of Personnel provides staff guidance, administrative support, and counseling services in connection with the Civil Service Retirement System.

BSD: This is another fairly stable activity insofar as functional requirements are concerned. They consist principally of answering inquiries, computing annuities and service credits, conferring with employees in advance of retirement on matters of rights and benefits, and handling correspondence from retirees. ...There is an area of possible overlap between BCB and that section of POD which supports the Retirement Board.

POD: A Special Assistant to Chief, POD provides support to the Agency Retirement Board and counsels those individuals about to become eligible for optional retirement.

RSD: The SRB furnishes the Executive Secretary of the Retirement Board with lists of personnel eligible for retirement in five years. Lists of personnel eligible for retirement within the next year are also furnished to implement the retirement process.

SOCIAL SECURITY AND UNEMPLOYMENT COMPENSATION

- 25X1A [REDACTED]
- a. SOCIAL SECURITY
 - (2) The Office of Personnel shall indicate eligibility for social security coverage on appropriate documents.
 - (3) All inquiries concerning an individual's social security status shall be directed to the Office of Personnel.
 - b. UNEMPLOYMENT COMPENSATION
 - (2) The Office of Personnel will provide information to staff personnel separating from the Agency regarding the basic requirements for eligibility and the procedures for applying for unemployment compensation.

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EMPLOYEE EMERGENCIES AND UNFORESEEN ABSENCES

25X1A

The Director of Personnel shall develop and implement procedures for the expeditious handling of employee emergencies and for the coordination of emergency actions with other offices concerned. Within the limits of applicable laws and regulations and of security and other Agency considerations, he shall ensure that the interests of the employee are protected and that every possible assistance is given to ill or distressed employees and their families.

ESD: Over the years procedures have been developed for the proper handling of emergencies which are effective in protecting Agency interests and invaluable to the employee or his dependents. Chief, ESD and Chief, BOB are designated as the emergency action officers for the Office of Personnel and are on 24-hour call.

RSD: Furnishes ESD and the Director of Security with a roster of Agency employees and the name and address of emergency contact.

PERSONNEL RECORDS AND REPORTS

25X1A

- The Director of Personnel is responsible for the establishment, maintenance, and control of personnel records, for monitoring the release of personnel information, and for the preparation and distribution of personnel statistical reports.
- d(1) Since the Office of Personnel is responsible for active assistance to certain employees and former employees in finding other employment...each inquiry from a prospective employer should be referred to the Office of Personnel so that administrative, medical, cover, and security considerations...may be properly evaluated....
- e. The Office of Personnel makes periodic personnel statistical reports to Heads of Career Services and Operating Officials. These officials may request additional reports to assist them in the planning, direction, and control of their personnel management activities.

POD: The QAB provides a centralized service in the analysis and coding of qualifications data of applicants and employees. This component prepares and updates biographic profiles on all staff employees, Grade GS-07 through GS-18. The data computed is transmitted to an IBM system for retention and retrieval for subsequent use by other components of the Office of Personnel, Heads of Career Services, and other Operating Officials. They have devised a new coding system and handbook consistent with the programming plans incident to utilization of the ADP Machine RCA-501.

OSPD: Monitor use and distribution of files and other personnel records. Prepare reports and statistics on personnel data.

RSD: The SRB, acting for the Office of Personnel, makes periodic statistical reports to Heads of Career Services and Operating Officials to assist them in planning, directing, and controlling personnel management activities. Reports regularly prepared and not specifically covered by ~~xxx~~ regulations fall into two categories:

PERSONNEL RECORDS AND REPORTS (CONT'D)

RSD: (Cont'd)

(1) Manpower Management

- (a) Monthly, furnishes a report to the DD/S IG, Comptroller and sections to the DD/I and the DD/P showing on-duty strength, ceiling, location, type of employees, and comparative changes in manpower.
- (b) Monthly, furnishes Comptroller with a count by organizational sub-unit and funds of military and civilian personnel on duty.
- (c) Prepares yearly a book of comparative charts and tables for the DD/S which is updated monthly as required, showing ceiling, etc.
- (d) Quarterly, a tabulation of personnel assigned to DD/P by city and country.
- (e) Quarterly for the DD/P showing utilization of personnel in GS-08 and below positions.
- (f) Semi-annually, tables are prepared showing the average/grade distribution of Agency employees by sex and Career Services. Copies distributed to each DD and each Head of a Career Service.
- (g) Each quarter, prepared for heads of Career Services and each DD, a report on the status of the CSSA's showing on-duty strength by Career Service and a comparison of planned changes in grades to processed changes. Furnished the DD/P monthly.

(2) Administrative Support

- (a) Supplies rosters of accessions, separations, security cancellations, name changes, etc. to MS, D/S, DTR and CCS.
- (b) Furnishes monthly and/or quarterly listings of all personnel on duty to Fiscal, Finance, C/Special Intelligence, OCI, OTR, CCS, and C/Physical Security.

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PERSONNEL RECORDS AND REPORTS (CONT'D)

RSD: Cont'd)

- (c) Offices are furnished quarterly alphabetic listings of their employees by hdqs for ready reference.

The Special Projects Officer assists SRB in the distribution control of tabulated registers and special reports produced from the data in the Personnel Emergency Locator System.

25X1A

The [REDACTED] Establishes an applicant file folder and a charge-control card....All documents received by the Files Section for inclusion in personnel folders are filed in specific locations within the folders... Initiates action to obtain all personnel records relative to civilian employment in other Federal agencies, and generates the request to the former employing activity for the transfer of Annual/Sick leave, if such leave is in fact transferrable.

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The [REDACTED] Preparation and distribution of official personnel actions and production of raw data for statistical compilation.

CONSULTANTS

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The Deputy Directors shall determine the need for consultants...and submit requests...to the Director of Personnel. The Deputy Directors shall review annually...the use and frequency of use of individual consultants...and forward the results of the review to the Director of Personnel.

(3) The Director of Personnel shall review individual requests for use of consultants and shall submit recommendations to the Director of Central Intelligence for final approval....

CSPD: Staff guidance. Processing documentation.

RSD: Prepares a fiscal year annual report for the DD/S, IG, D/S and the Comptroller of all active consultants and independent contractors showing the rate of pay, funds, number of days worked and the amount of compensation. Maintains list of inactive and discontinued consultants--available on request.

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CONTRACT PERSONNEL

25X1A

The Director of Personnel, his Deputy, and the Special Contracting Officer, on the request of an Operating Official, are authorized to execute agreements and contracts with individuals who are engaged for the furnishing of information or services and to amend, renew, and terminate such agreements and contracts. Contracts providing for basic compensation at a rate which, if projected on an annual basis, would exceed the maximum annual rate for grade GS-15 shall not be executed until the Deputy Director concerned and the Director of Central Intelligence have approved such compensation.

CPD:

Headquarters contract function is performed by two contract specialists, with legal training, under the supervision of C/CPD who is also designated the Special Contracting Officer.

POSITION ANALYSIS

25X1A

31 March 1954

Par 4a(1) - The Assistant Director for Personnel is responsible for the collection, recording, and coordination of position information and for the technical adequacy and evaluation of such information. He will provide for the publication of position standards and position descriptions for the information and guidance of supervisory officials.

APPOINTMENTS

25X1A

13 Dec 54

Sec. II-AUTHORITY TO ADMINISTER THE OATH OF OFFICE

Par 4....authority to administer...the oath required incident to entrance into the executive branch of the Federal Government or any other oath required by law in connection with employment therein...is delegated to the following Officers:
Assistant Director for Personnel
Deputy Assistant Director for Personnel
Executive Officer, Office of Personnel
etc.

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REASSIGNMENT

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Par 2a. An employee desiring reassignment will address a memorandum to the Head of his Career Service... and will send one copy directly to the Personnel Assignment Division, Office of Personnel.

Par 2c. If the request has not been resolved satisfactorily within 60 days, the Director of Personnel will assist the Head of the Career Service concerned in reviewing the case to determine whether further reassignment efforts should be made or the employee should be advised that his present assignment is the most suitable one currently available to him.

CSPD: ...provide internal placement service;...

OVERSEAS TOURS OF DUTY

25X1A

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Par 2c. The Assistant Director for Personnel is responsible for providing assistance to the Heads of Career Services in planning the reassignment of overseas employees, for developing necessary policies and procedures to coordinate such reassignments between Career Services, and for final approval of proposed reassignments.

CSPD: Maintain staffing requirements,...process Fwd's; monitor PRA's; negotiate inter-Career Service transfers.

PAY ADMINISTRATION

25X1A

Sec. II, Periodic and Longevity Step-Increases

Par 1 - Periodic and longevity step-increases will be granted to personnel...automatically unless the Office of Personnel is notified in writing that the individual's performance is unsatisfactory.

Par 4 - The Office of Personnel will notify the Operating Office concerned 60 days in advance of an employee's eligibility to receive a step-increase.

Par 5 - When an Operating Official notifies the Office of Personnel that the employee's performance is unsatisfactory...a carbon copy of this memorandum will be countersigned by the employee and forwarded to the Office of Personnel for deposit in his Official Personnel Folder...The Office of Personnel will notify the appropriate Administrative Officer of the expiration of...probationary period.

SA/D/PERS Staff members serve as consultants or advisors to Career Services and Offices with respect to disciplinary or unsatisfactory performance cases, including the preparation and issuance of letters of warning, and the withholding of periodic step increases. With respect to techniques used, these derive from a variety of sources....

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PAY ADMINISTRATION (CONT'D)

RSD:

with reference to step-increases due dates, for each new appointee the [REDACTED]

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[REDACTED] establishes and records on the Service Record Card the projected date on which the employee will be eligible to receive a step-increase.... When an Agency employee receives a change in compensation (reflected by personnel transaction) the [REDACTED]

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revises the projected due date for a step-increase. At the time a step-increase becomes due, the Section either prepares manually or audits a mechanically prepared Form 560 (Pay Change Notification) and distributes to proper Agency components.

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FOREIGN AWARDS AND DECORATIONS

10 Oct 1956

Par 3c - The Director of Personnel shall:

- (1) Review each report submitted and determine appropriate action...
- (2) Retain or forward to the Secretary of State, such presents...
- (3) Compile for the Director such reports as may be required.
- (6) Report to the DCI instances of non-compliance.

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LEAVE

BSD:

Requests for advance sick leave are submitted to BCB for review and approval. Records are checked and concurrences obtained as appropriate and routine requests are approved by the Branch. When a case involves a possible write-off of the advance leave, the requests are forwarded to the Office of the D/Pers for review and decision.

Par 2b (1) The Director of Personnel is responsible for assisting supervisory officials in exercising their responsibilities by establishing standards for their guidance.
(2) He, or his designee, will act as the final approving authority for requests for advance sick leave, maternity leave in excess of 6 months, and extensions of leave without pay beyond 12 months.

WEARING OF SERVICE UNIFORM BY RESERVE PERSONNEL NOT ON ACTIVE DUTY

Par 3. In extreme cases in which operational necessity dictates the wearing of the service uniforms, the appropriate official of the Office concerned will submit written justification therefor and refer the reservist to the Military Personnel Division, Personnel Office, for necessary authority....

DETAILED MILITARY PERSONNEL

par. 3a. The Assistant Director for Personnel is responsible for: (1) The procurement of all military personnel to be detailed to the Agency, (2) The general utilization and administration of military personnel detailed to the Agency.

DETAILED MILITARY PERSONNEL, PAY AND ALLOWANCES

CPD:

Letters of Authorization for military details are prepared by the Allowance Specialist, under the supervision of the Chief, Contract Personnel Division. Said Letters are prepared upon receipt of a request, approved by the Mobilization and Military Personnel Division, from the Operating Division. The normal Letter of Authorization provides for the grant of military emoluments only, with payment to be made by the parent service....Special authorization for reimbursement of unusual or extraordinary expenses...are granted only when the Operating Division certifies to the operational or cover circumstances..

- par 3.
- The Deputy Director (Administration), Deputy Director(Intelligence)...the Assistant Director for Personnel...shall attest to the operational or cover circumstances warranting granting of the authorization....
 - The Special Contracting Officer, Office of Personnel, shall execute and issue a Letter of Authorization for each member of the military...
 - The Chief, Military Personnel Division...shall furnish necessary information concerning the military entitlements

CONFIDENTIAL

EMPLOYEES' COMPENSATION AND OVERSEAS MEDICAL BENEFITS

25X1A

Par 1a. FECA. The Office of Personnel will (1) assist personnel eligible for benefits... (2) provide technical assistance for the proper processing of claims to the BEC...and (3) submit any additional information required by the Bureau in adjudication of the claims.

Par 2. Hospitalization Under Agency Programs Available to Overseas Personnel and their Dependents: d. Whenever the illness or injury is reasonably expected to require hospitalization...travel expenses of return to duty station may be authorized by the Director of Personnel...

c. All claims will be forwarded to the Director of Personnel who will review the claims to determine eligibility for benefits under any of the programs described in [REDACTED]

25X1A

INCOME TAX WITHHOLDING AND REPORTING PROCEDURES FOR ALL PERSONNEL

25X1A

Par 3e. The Director of Personnel shall: (1) Inform all individuals employed in an overt capacity, upon EOD at hdqs, of (a) Agency policy with respect to individual responsibility for settlement of income taxes; (b) the need for filing current data; and (c) [REDACTED]...

25X1C

25X1C

- (2) Obtain completed withholding exemption certificates...
- (3) Review and approve for inclusion in contracts...terms and conditions relative to cover compensation, taxes, and....
- (4) Provide general advice and assistance to taxpayers at headquarters....
- (5) Coordinate appropriate replies to inquiries from taxing authorities relating to individuals employed by the Agency.

BSD:

In response to the request of the Internal Revenue Service, assistance for the filing of income returns is offered to Agency employees. This is a time-consuming and frequently unrewarding activity but apparently one that is appreciated by a substantial number of Agency employees.

PERSONNEL ACTIONS

25X1A [REDACTED] Par. 2a - The Director of Personnel is responsible for the approval and final processing of all personnel actions and shall ensure that they conform with Agency and Federal policies and requirements.

RSD:

25X1A
25X1A

Upon receipt of approved Requests for Personnel Action (Form 1152), [REDACTED] encodes the items of data required for future statistical purposes and types the official Notification of Personnel Action (Form 1150). The typing machine is a Flexowriter, which simultaneously generates a punched tape as the Form 1150 is being prepared. The punched tape is routed to the Automatic Data Processing Division and the completed Forms 1150 are distributed to appropriate Agency components.